

The meeting must be in person with the applicant, Attorney, Consultant or others who may know about the proposed project. Use this guide to help determine if an applicant meets the requirements for a reduced fee. If the answer is no, document why the details were not required for this application. If the applicant needs to provide additional information, note the details on side B of this form.

Meeting Attendees Yes ☐ No ☐ applicant name _____

Yes ☐ No ☐ applicant attorney _____

Yes ☐ No ☐ applicant consultant _____

DNRC Staff _____ Position _____

DNRC Staff _____ Position _____

Other _____ Interest _____

Other _____ Interest _____

		Details	Documentation		
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Brought maps to help describe the project	
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Has looked over application form & has idea of what is required	
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Knows source of water	
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Knows what flow rate and volume is needed	
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Discusses why they think water is available	
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Discusses known water conflicts	
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Aware of other water rights	
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Discusses plan to not create adverse affect	
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Has source measurements or has completed aquifer test	
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Needs to take: <input type="checkbox"/> Monthly measurements <input type="checkbox"/> Lowest flow period measurement <input type="checkbox"/> Aquifer Test	
Change Application					
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Has good knowledge of actual historic use	
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Will use consumptive use rules	

Yes ☐ No ☐ applicant qualifies for reduced application fee?
The Department has a good understanding of the project details and if applicable, the Applicant has provided the additional information requested at the pre-application meeting.

Application Reviewer Signature _____ Date _____

Other Comments/Notes

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